

## Definition of Plagiarism

Plagiarism: The appropriation of passages, either word for word or in substance, from the writings of another and the incorporation of those passages as one's own in written work offered for credit. It is always assumed that the written work offered for credit is the student's own unless proper credit is given the original author by the use of quotation marks, in-line citations, and/or other explanatory inserts.

This includes the copying of laboratory reports and homework, or the unchanged use of essential ideas or conclusions of another author, as well as the cited use of other themes, books, or pamphlets.

Note: Plagiarism may come about through carelessness or ignorance. Every student, however, may free himself from uncertainties in this case by observing the special practice suggested by each instructor for preparation of written work in his particular course, and by following the simple general rules listed below:

1. Direct Quotation: When the exact words of an authority consulted are used. EVERY QUOTED WORD must be placed within quotation marks, and EACH QUOTED PASSAGE must have an in-line citation attached to it.

2. Indirect Quotations: When summarizing or paraphrasing the words of an authority consulted, give the exact citation for each passage which is summarized. Introduce all summaries/paraphrases by such phrases as "According to Jones..." or "As Smith suggested..."

3. General Acknowledgment of indebtedness: When general use is made of the thoughts, ideas, or information to be found in another person's work, always include an acknowledgment and in-line citation in the place in your paper where indebtedness occurs. If indebtedness occurs in several successive paragraphs, state that fact in the body of your paper and in individual citations.

4. Citation form: Every citation must identify the source used and give the page on which the borrowed material may be found.

5. Works cited: Each piece of written work submitted must have a complete list of all authorities (books, periodicals, encyclopedias [Note: not an acceptable college-level source], newspapers, etc.) which you have cited either directly (direct quotation) or indirectly (summarizing or paraphrasing).

6. Works Consulted: Pieces of research materials which you read, etc., but decided to directly quote, summarize or paraphrase in your paper. No specific reference is made to these in the body of your paper. This is recognized as "common knowledge."